

Q20. To what extent does non-pay status affect retirement coverage?

Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS) and Army NAF coverage continue during an Administrative Furlough of 30 days or less.

Q21. Will social security contributions be affected?

Contributions are determined by a percentage of an employee's basic pay and may be stopped or reduced if the employee has no earnings or if basic pay is reduced.

Q22. Are furloughed employees stationed overseas eligible to file for Unemployment Compensation (UC) benefits?

Overseas employees are not eligible to file for UC benefits unless they return to the United States. The UC claim is based on their state of residence.

Q23. Could an overseas employee file a retroactive claim when they return to the U.S. at the end of their tour of duty in two years?

No. None of the State Employment Security Agencies (SESA) would backdate a claim two years. If an UC claim was filed at that time, the claim would be effective when it was filed and not retroactive to the time of the furlough.

Q24. If an employee transfers to Army from an agency not subject to furlough, will that employee be subject to the 176 hours furlough requirement?

In general, employees transferring to Army will be subject to furlough; the furlough hours would be prorated depending on their entry on duty date.

Q25. Are employees registered in PPP still considered for positions during the furlough period?

Yes; the PPP remains in effect for positions being recruited during the furlough period.

Q26. How is time on a furlough documented?

An SF-50 or DA Form 3434, "Notification of Personnel Action," will be prepared for each individual subject to furlough.

FOR FURTHER QUESTIONS OR ASSISTANCE:

APPROPRIATED FUND EMPLOYEES:

[www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20\(UPDATE%2005-MAR\).PDF](http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20(UPDATE%2005-MAR).PDF)

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Civ: 0611-705-3488**

NONAPPROPRIATED FUND EMPLOYEES:

[www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20\(UPDATE%2005-MAR\).PDF](http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20(UPDATE%2005-MAR).PDF)

The majority of the information contained within this pamphlet addresses APF questions but also applies to NAF employees. Specific NAF questions not addressed within this pamphlet should be addressed to NAF HRO.

**DSN: 337-1630
Civ: 0611-705-1630**



**FREQUENTLY ASKED
QUESTIONS
(FAQs)**

**WIESBADEN CIVILIAN
PERSONNEL ADVISORY CENTER**

20 MARCH 2013



Q1. How is an employee notified of a furlough?

Employees are notified in writing (hand-delivered or mailed by certified/return receipt to their home address). The certified receipt -provides proof of mailing that is a legally acceptable means of delivery.

Q2. May an employee take paid leave or other forms of paid time off (e.g., annual, sick, court leave, earned credit hours, etc.) instead of taking furlough time off?

No. Approved paid leave/paid time off for a day which is later designated as a furlough day will be recorded as a furlough. The employee will be placed in a non-pay status for the day.

Q3. Can an employee telework/volunteer on furlough days?

No, employees are prohibited from doing any Government work on their furlough day.

Q4. If an employee who received a furlough notice had previously scheduled annual or sick leave on a furlough day, what happens to the scheduled leave?

Scheduled leave is canceled on furlough days only (annual leave, sick leave, or other). Absences during scheduled furlough days may not be charged to leave. Leave may be requested and approved on scheduled workdays.

Q5. Should an employee be furloughed on a holiday?

The Comptroller General has determined that it is not appropriate to furlough an employee on a holiday, unless the furlough is for an extended number of continuous days (e.g. a furlough for 30 calendar days), and a holiday falls within that period. Note: Employees must work either the day before or the day after the holiday in order to get pay for the holiday.

Q6. Will the furlough impact leave accrual?

Once an employee's balance of non-pay hours equals their scheduled hours in a pay period (e.g., 80 hours in a biweekly pay period, fewer hours for part-time employees), the employee will not accrue leave for that pay period. Leave accrual resumes the next pay period. This will occur twice if the furlough period is 22 days.

Q7. Should part-time employees be furloughed for the same hours (176 hrs) as full time employees?

No, in scheduling furlough hours for part-time employees, management should prorate their furlough hours in the same proportion to those full time employees working 80 hours bi-weekly.

Q8. Can a supervisor take employees off AWS during the furlough period?

Yes. Supervisors may terminate an employee's AWS (e.g., 5/4-9) for operational necessity during the furlough period. Generally, the supervisor must notify the employee one week in advance.

Q9. How is furlough time documented in the time and attendance system?

Employees must document furlough hours taken each pay period in their time and attendance system or on the appropriate time and attendance form. Supervisors will use current procedures for certifying employee's furlough hours each pay period. The time and attendance code for furlough is "KE."

Q10. Where will furlough hours be reflected on an employee's Leave and Earnings Statement (LES)?

Furlough will appear on its own line in the LEAVE section of the LES. FURLOUGH will appear in the TYPE column; hours will appear in the USED PAY PD column.

Q11. Will employees in Temporary Duty (TDY) status during the furlough period be paid their salary?

Yes. Salaries continue except scheduled furlough days are reflected as non-pay days.

Q12. What happens to overseas allowances during an administrative furlough period?

Living Quarters Allowance (LQA) continues (if an employee continues to make housing payments) for periods of non-pay status that do not exceed 30 days at one time. Other allowances, except danger pay and post differential, continue for periods of non-pay status that do not exceed 14 days at one time.

Payment of post differential and danger pay allowance is suspended while an employee is in non-pay status.

Q13. How will employees on home leave be affected?

Employees on home leave will be placed in a furlough status during days designated as furlough. Home leave adjustment is at the discretion of the leave approval official.

Q14. To what extent does a non-pay status affect Federal Employee Health Benefits (FEHB) or DODHBP coverage?

Coverage continues; however, if the furlough results in salary less than the health insurance premium amount, the employee's share will be withheld on return to full pay status.

Q15. Will an employee continue to be covered under the FEHB or DODHB programs if the agency is unable to make its premium payments on time?

Yes, coverage will continue even if an agency does not make the premium payments on time.

Q16. To what extent does a non-pay status affect FEGLI or NAF Life Insurance coverage?

Coverage continues; however, if furlough results in a salary less than the FEGLI/NAF Life Insurance premium amount, employee's share will be withheld on return to full salary.

Q17. What happens to an employee's TSP/401(k) contributions?

There will be a reduction in employee and employer contributions, unless the employee chose a set dollar amount vice percentage of pay.

Q18. Will the government matching contribution to TSP be reduced during the furlough period?

Contributions determined by a percentage of an employee's basic pay may be stopped, reduced if the employee has no earnings, or if the basic pay is reduced.

Q19. To what extent does non-pay status affect Federal Employees Dental and Vision Insurance Plan (FEDVIP) coverage?

Coverage continues; employee may be billed directly if payroll deductions cannot be taken. Full employee contributions must be received to avoid dental and vision cancellation.